



***Exercise Guide for  
TM310  
Leave Administration***

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## 1:1 - Walkthrough – Log On To SAP



### Scenario

You need to log on to the SAP training client so that you can complete course exercises.

### Instructions

Use the steps and date provided below to log on to SAP in the classroom.

1. Access the SAP portal web page using the following web address:
  - a. <https://trg-mybeacon.nc.gov>
2. Enter the User ID and password that is assigned to your classroom PC.
3. Click the Log on button.
4. Click Yes to confirm the security message displayed.
5. Click on the SAP GUI tab.
6. Click on the training client specified by your instructor.
7. Stop when you have reached the SAP Easy Access screen.

## 2:1 - Instructor Demonstration - Quota Overview


**PT50**

### Scenario


You wish to view an employee's quota balances.

### Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Log on to SAP using your assigned Instructor ID.
2. Enter transaction code **PT50** in the Command field and click .
3. Complete the following fields:

Field	Value
<b>Personnel no.</b>	Use <b>Employee A</b> for your assigned student number on your datasheet

4. Press the **Enter** button.
5. Click on **All** at the bottom of the screen.
6. Listen as your instructor explains the 'all', 'current period', and 'expand' functions.
7. Click the **Absence quotas** tab.
8. Click **Expand**.
9. Review the displayed quota balances. Listen as your instructor explains the various tabs.
10. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 2:2 - Walkthrough - Quota Overview


**PT50**

### Scenario

An employee has requested Vacation leave. You wish to check to see if an employee has enough leave in her absence quotas to take the requested amount.

### Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PT50** in the command field and click  (Enter).
2. Complete the following fields:

Field	Value
<b>Personnel no.</b>	Use Employee A for your assigned student number on your datasheet. (Tiffany Lawrence should still be displayed from the previous exercise. If she is not, enter her Personnel no. and press Enter.)

3. Click the **All** button.
4. Click the **Absences quotas** tab.
5. Review the displayed quota balances.

### Questions

Answer the following questions.

#### Question 1

Write down the absence quotas you encounter on the Absence quotes tab. (**NOTE:** these quotas will change, just like in production.)

Vacation Leave


Sick Leave

Overtime Comp Leave

Holiday Comp Leave

Holiday Leave

Bonus Leave

6. Click the  (Back) button to return to the SAP Easy Access screen.

This exercise is complete.

## 2:3 - Instructor Demonstration – Quota Adjustment – Vacation Leave


**PA61**

### Scenario

You need to increase an employee's vacation quota by 10 hours to correct an error.

### Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the Command field and click .
2. Complete the following fields:

Field	Value
<b>Personnel no.</b>	Use Employee A for your assigned student number on your datasheet. (Tiffany Lawrence should still be displayed from the previous exercise. If she is not, enter her Personnel no. and press Enter.)
<b>Infotype</b>	2013 (Quota Correction)
<b>Subtype</b>	10 (Vacation Leave)

3. Click the **Create** button.
4. Verify that the Absence quota type field displays subtype **10**.
5. Type **10** in the quota number field.
6. Verify that the **Increase generated entitlement** button is selected.
7. In the Transfer field select **Only transfer quota correction immediately**.
8. Click **Save**. The system displays the message that you have successfully completed the transfer.

**NOTE:** When using **PA61** to adjust a quota, be sure to pay attention to the increase, decrease, or replace option. (Do not use the replace option even though the system will allow you do to so.)

7. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 2:4 - Walkthrough – Quota Adjustment – Advanced Leave


**PA61**

### Scenario

You need to create an advance leave quota adjustment for an employee based on an approved request for 40 hours of vacation.

### Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the command field and click .
2. Complete the following fields:

Field	Value
<b>Personnel no.</b>	Use <b>Employee B</b> for your assigned student number on your datasheet
<b>Infotype</b>	2013
<b>Subtype</b>	31 - Advanced Leave - allowed

3. Click on the **Create** button.
4. Verify that the Absence quota type field displays subtype **31**.
5. Type **40** in the quota number field.
6. Verify that the **Increase generated entitlement** button is selected.
7. In the Transfer field select **Only transfer quota correction immediately**.
8. Click **Save**. The system displays the message that you have successfully completed the transfer.

**NOTE:** When using **PA61** to adjust a quota, be sure to pay attention to the increase, decrease, or replace option. (Do not use the replace option even though the system will allow you do to so.)

9. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 2:5 – Exercise – Quota Adjustment


**PA61**

### Scenario

You need to adjust an employee's sick leave balance to correct an error that occurred prior to Go Live.

### Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the command field and click .
2. Complete the following fields:

Field	Value
<b>Personnel no.</b>	Use <b>Employee B</b> for your assigned student number on your datasheet
<b>Infotype</b>	2013
<b>Subtype</b>	15

3. Click the **Create** button.
4. Verify that the Absence quota type field displays subtype 15.
5. Type **40** in the quota number field.
6. Verify that the **Increase generated entitlement** button is selected.
7. In the Transfer field select **Only transfer quota correction immediately**.
8. Click **Save**. The system displays the message that you have successfully completed the transfer.

**NOTE:** When using **PA61** to adjust a quota, be sure to pay attention to the increase, decrease, or replace option. (Do not use the replace option even though the system will allow you to do so.)


## Questions

Answer the following questions.

### Question 1

What quota subtype is used for sick?

A

- 
8. Click the  (Back) button to return to the SAP Easy Access screen.

This exercise is complete.

## 2:6 - Walkthrough – Convert CSL To CSL Tutoring – Quota Adjustment


PA61

### Scenario

You need to convert an employee's 24 hours of community service leave to 36 hours of community service leave – tutoring. Instructions

### Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PA61** in the Command field and click .
2. Complete the following fields:

Field	Value
Personnel number	Use <b>Employee A</b> for your assigned student number on your datasheet.
Infotype	2013
Subtype	65

3. Click the **Create** button.
4. Verify that the Absence quota type field displays subtype 65.
5. Type **24** in the quota number field.
6. Click the **Reduce generated entitlement** button.
7. In the Transfer field select **Only transfer quota correction immediately**.
8. Click **Save**. The system displays the message that you have successfully completed the transfer.

**NOTE:** When using **PA61** to adjust a quota, be sure to pay attention to the increase, decrease, or replace option. (Do not use the replace option even though the system will allow you do to so.)

9. Repeat steps above to create a **2013** quota correction for subtype **66** to add **36** hours of Community Service Leave – Tutoring.
9. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 3:1 - Walkthrough – Create FMLA Event

**PTFMLA**


### Scenario

You need to create a FMLA event in SAP based on an approved FMLA request by an employee.

**NOTE:** This will be demonstrated using a simulation from the BEACON Online Help. The steps and data below are to be used to practice at your regional Transition Center.

### Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PTFMLA** in the Command field and click .
2. Complete the following fields:

Field	Value
<b>Profile</b>	SAP_FMLA_APP -- FMLA Approver  <b>NOTE:</b> You will only have to do this the first time you access the PTFMLA transaction.

3. Click the **Execute** button. The FMLA Workbench is displayed.
4. Complete the following fields:

Field	Value
<b>Personnel number</b>	Use <b>Employee B</b> for your assigned student number on your datasheet

5. Press the **Enter** button.
6. Click the **Create Request** button. The Create FMLA Request screen is displayed.
7. Complete the following fields:

Field	Value
<b>FMLA Reason</b>	Birth
<b>Valid from</b>	7/1/08
<b>Valid to</b>	6/30/09
<b>Medical certificate</b>	Select this check box


8. Click the Check Request  Check Request button.

9. Complete the following field:

<b>Status</b>	Approved
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10. Press the **Enter** button.

11. Click the **Save** button.

12. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 3:2 - Walkthrough – Apply Absences To FMLA Event


PTFMLA

### Scenario


You need to apply absences to an open FMLA event.

### Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PTFMLA** in the Command field and click .
2. Complete the following fields:

Field	Value
<b>Personnel no.</b>	Use <b>Employee B</b> for your assigned student number on your datasheet

3. Press the **Enter** button.
4. Click the **Absences** tab. The Assign Absences screen is displayed.
5. Click the checkbox in from of each absence that is a relevant absence in the FMLA event period.
6. Click the **Save** button.
7. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 4:1 - Walkthrough – Display Working Times


CATS\_DA

### Scenario

You wish to view an employee's working times in SAP.

### Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CATS\_DA** in the Command field and click .
2. Complete the following fields:

Field	Value
<b>Reporting Period</b>	Choose <b>Current Year</b> .
<b>Personnel number</b>	Use <b>Employee A</b> for your assigned student number on your datasheet

3. Click the **Execute** button.

Listen as your instructor describes some of the displayed fields for you.

4. Click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 4:2 - Instructor Demonstration – Trouble Shooting Improper Leave Deduction

**CATS\_DA  
&  
ZNCTIME**

### Scenario

Employee says his leave was improperly deducted.

Trouble shooting steps:


1. CATS\_DA – Display the relevant period for the employee
2. ZNCTIME – Open a new session to display the Time Statement for the relevant period

### Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CATS\_DA** in the Command field and click .
2. Complete the following fields:


Field	Value
<b>Personnel number</b>	Use <b>Employee A</b> for your assigned student number on your datasheet.

3. Click the **Execute** button.
4. Review the displayed work times.
5. Open a new session using the menu path **System > Create Session**.
6. Enter transaction code **ZNCTIME** in the command field and click .
7. Complete the following fields:

Field	Value
<b>Personnel number</b>	Use <b>Employee A</b> for your assigned student number on your datasheet.

8. Click the **Execute** button.
9. Review the displayed results and look for leave taken to check for offsets.

10. Close the current session.

11. In the first session, click the  (Back) button to return to the SAP Easy Access screen.

This demonstration is complete.

## 4:3 - Exercise – Trouble Shooting Improper Accrual

**PT50 &  
PA51**

### Scenario


Employee says his accrual was incorrect. Says he has passed his 10 yr anniversary date and should be accruing at the 10 yr rate.

Trouble shooting steps:



1. PT50 – Quota Overview to view accrual details on the Accruals tab
2. PA61 – Open a new session to display Time Data. Review creditable service - Infotype 552 and Infotype 41

### Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.



1. Enter transaction code **PT50** in the Command field and click .
2. Complete the following fields:

Field	Value
<b>Personnel number</b>	Use <b>Employee B</b> for your assigned student number on your datasheet

3. Click  (Enter).
4. Click the Accrual information tab.
5. Open a new session using the menu path **System > Create Session**.
6. Enter transaction code **PA61** in the Command field and click .
7. Complete the following fields:

Field	Value
<b>Personnel number</b>	Use <b>Employee B</b> for your assigned student number on your datasheet
<b>Infotype</b>	552

8. Click the Overview icon  to view the creditable service for the employee.

9. Click the Back icon  to return to the PA61 infotype screen.
10. Repeat the steps above to view Infotype 41 to check for the original hire.
11. Close the current session.
12. In the first session, click the  (Back) button to return to the SAP Easy Access screen.

This exercise is complete.